

CAL POLY POMONA FOUNDATION, INC.  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
PERSONNEL COMMITTEE

Tuesday, September 14, 2021  
3:00 pm – 4:30 pm

Join Zoom Meeting  
<https://cpp.zoom.us/j/89266773878>  
Meeting ID: 892 6677 3878

**AGENDA**

- I. **ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC** Who may or may not be commenting on a specific item or making a general comment.
- II. **CONSENSUS ACTION ITEMS**  
*Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion. An "A" distinguishes items requiring approval.*
- |       |  | <b>Page</b>                     |
|-------|--|---------------------------------|
| 1.    | Minutes April 14, 2021<br>ACTION: Approval         | Dr. Lea Dopson, Chair<br>2-4    |
| III.  | <b><u>INTRODUCTIONS</u></b>                        |                                 |
| 2.    | Introduction of new Director/CHRO                  | Jared Ceja<br>Shari Benson<br>5 |
| IV.   | <b><u>GENERAL UPDATES</u></b>                      |                                 |
| 3.    | Executive Director's Report                        | Jared Ceja<br>6-7               |
| V.    | <b><u>ACTION ITEMS</u></b>                         |                                 |
| 4.    | Holiday Schedule 2021/2022<br>ACTION: Approval     | Jared Ceja<br>8-9               |
| 5.    | Healthcare Rates for 2022                          | Shari Benson<br>10              |
| VI.   | <b><u>INFORMATION &amp; DISCUSSION ITEMS</u></b>   |                                 |
| 6.    | Telecommuting Policy                               | Jared Ceja<br>11-18             |
| 7.    | Performance Review Update – Executive Director/CEO | Shari Benson                    |
| VII.  | <b><u>OPEN FORUM</u></b>                           |                                 |
| VIII. | <b><u>ADJOURNMENT</u></b>                          | Dr. Lea Dopson                  |

**CAL POLY POMONA FOUNDATION, INC.**  
**PERSONNEL COMMITTEE MEETING MINUTES**  
**Thursday, April 15, 2021, 10:00 a.m.**  
**Zoom**

Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Thursday April 15, at 10:00 a.m. to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at <https://foundation.cpp.edu/meetingpackets.aspx>.

Present: Dr. Lea Dopson, Deborah Goman, Maryann Tolano-Leveque, Stephanie Pastor, April Jimenez-Valadez, Dr. Phillis Nelson Dr. David Speak and Kimberly Allain

Absent: Araz Mandelian

Staff: Jared Ceja, Jenny Dennis, Joanne Mathew, Nora Fernandez and Diane Maldonado

**CALL TO ORDER**

Dr. Lea Dopson called the meeting to order at 10:03 am.

**CONSENSUS ACTION ITEMS**

1. Minutes February 11, 2021 Meeting  
A motion was made by David Speak and seconded by Phyllis Nelson to approve the February 11, 2021 minutes; no opposition, the minutes were approved.

**GENERAL UPDATES**

2. Foundation Updates  
Jared Ceja reported the elimination of the pod cohort in which staff could only report to the office during assigned days to minimize exposure; the vaccination Hub continues to be a significant positive both financially and as a motivator, in addition to serving three meals a day seven days a week, we now house about 50 individuals associated with the Hub plus the Farm Store and IBW benefitted from increased traffic; the budget process is completed, there were some adjustment made to the revenue and will be presented to the Finance and Investment Committee next week. Finally, the Chief Human Resources Official position is currently open and will close in a few days.

Chair Dopson asked how many vacancies does the Foundation have and what the recruitment process looks like as Collins College graduates and students may be interested in opportunities. There are about 30 non-student positions vacant, the positions are posted on the Foundation's Employment Services website, Indeed and CALHR which is part of EDD.

Dr. David Speak asked about housing repopulation between the dorms and the Village. Jared Ceja mentioned that we are expecting a minimum of 30% population with a maximum of 80%. Current guidelines allow 2 students per room if they are both fully vaccinated, but we are limiting our offerings to singles only. There are plans in place if either us or UHS are overloaded with applicants. We are in a strong position because our apartments offer more space than the university housing inventory and better allow us to mitigate COVID risks. That being said, we benefit from a great partnership with UHS to optimize overall service to students.

**ACTION ITEMS**

3. Compensation & Benefits - Budget Assumptions  
Jared Ceja commented during the budget year there will be several key expenses associated with the overall cost of labor; the five assumptions for the 2021-22 budget year are: educational reimbursement/development at \$75,000, wage adjustments & reductions at +\$106,079, the annual wage increase (0%) at \$0, CalPERS Pension Plan at \$2,117,787 (20/21 was \$1,927,153) with the normal cost for all three plans at \$1,290,174, the UAL for all three plans is \$827,613, VEVA contribution is \$0 and parking is at \$90,000.

Moved and seconded by David Speak and Deborah Goman to approve and forward to the Board of Directors the above assumptions as part of the 2021-2022 Annual Budget. No opposition, the motion was approved.

4. PARS Vacation Leave Conversion Program  
Jared Ceja mentioned the PARS Vacation Leave Conversion Program allows the Foundation to provide eligible employees a supplemental retirement plan to the existing retirement program (CalPERS) by converting a portion of unused Vacation Leave balances to cash, and contributing those funds directly into the employees PARS 457(b) individual account. The proposal for this fiscal year 2020-2021 is to continue to suspend the sick leave conversion due to the challenging economic environment of remote instruction and in the interest of employees using sick leave for its primary intended purpose. Last year PARS confirmed that we have the right to allow for a suspension of sick leave at this particular point in time per section 3.3(f):

*The Employer may limit the aggregate total of sick leave that may be converted by all Participants in the Plan during an Employment Period in order to limit the amount of contributions that would be made to the Plan. The amount and method of reduction shall be determined as necessary by the Plan Administrator or Advisory Committee.*

If all eligible employees convert 100% of their allowable hours, approximately \$177,931 will be converted. This compares to \$193,703 that was estimated for June 2020. However, based on historical participation and conversion levels, a realistic forecast of the vacation

time conversion is \$95,000. Notably, when an employee elects to convert unused vacation time there is no expense as vacation amounts have already been earned and accrued.

Moved and seconded by April Jimenez-Valadez and Phyllis Nelson that the Personnel Committee approve and recommend forwarding the PARS Vacation Conversion Plan and suspending the PARS Sick Leave Conversion to the Board of Directors for consideration at the next regularly scheduled meeting. The motion was approved unanimously.

#### 5. Job Titles and Salary Ranges

Diane Maldonado mentioned that each year Management reviews its position list and compensation grades. An essential tool used in compensation administration is a current, relevant, and accurate salary scale. Few position titles are being added this year given the hiring impact resulting from the economic difficulties of 20/21. Only minor changes to the salary grades are being proposed, those updates are largely a product of wage compression resulting for an escalating minimum wage. This is evident in the starting rate for grades 7 to 9. Cost of living adjustments have also been factored into the upper end of each hourly and staff range at 2%. Those ranges were not adjusted last year. Grades 11-13 were adjusted on January 1, 2021 with no further changes proposed. These grades represent junior and mid-level management positions impacted by California law governing the minimum salary for exempt employees. As was the case last year, no changes are proposed for grades 14-16.

Moved and seconded by David Speak and Maryann Tolano-Leveque that the Personnel Committee approve and recommend to the Board of Directors to approve the Salary Grades and the Job Titles List, as presented with an effective date of July 1, 2021. The motion was approved unanimously.

#### 6. Annual Contribution to Longevity Pay Plan

Jared Ceja mentioned that in February 2009, Foundation discontinued offering post-employment healthcare benefits to employees hired on or after March 1, 2009. The Board of Directors adopted on May 25, 2010 the Foundation Longevity Pay Plan (FLPP) to encourage employment longevity and offer some level of benefit to eligible newly hired employees who are not eligible for post-employment healthcare benefits. The FLPP program applies to regular, full-time benefited employees hired on or after March 1, 2009, and who have worked for Foundation for 10 or more years. The Foundation may make, at its discretion, annual, non-elective Employer contributions to a FLPP Participant's Deferred Compensation Account. The Foundation contribution is calculated on the FLPP Participant's Compensation and are reviewed annually by the Board. Participants that receive a Foundation Contribution to the Plan will be 100% immediately vested. Currently the Foundation has ten (10) regular, full-time benefited employees that are eligible to participate; the Foundation's total contribution to the Participant's Deferred Compensation Accounts is \$15,568.58.

Moved and seconded by Maryann Tolano-Leveque and Stephanie Pastor that the Personnel Committee approve and recommend to the Board of Directors to approve to contribute a total amount of \$15,568.58 to ten (10) eligible Participants Deferred Compensation Accounts in the Foundation's Longevity Pay Plan before the fiscal year ended June 30, 2020. No opposition, the motion was approved.

### **INFORMATION & DISCUSSION ITEMS**

#### 7. Annual Employee Performance Appraisal Update

Nora Fernandez reported that each year management reviews the performance of benefited employees. This year's annual performance review was scheduled to begin in April and conclude before the end of the 20/21 fiscal year. After hearing feedback from both employees and managers, a decision was made to realign the process to each employee's anniversary date. This allows managers to spread the workload over the year as opposed to compacting everything into a brief period. It also provides adequate time for Human Resources to better support the needs of both employees and managers. Finally, the anniversary approach is more conducive with increasing levels of 10 and 11-month personnel that are off during the summer. Starting this June, benefited employee will be notified as their pending anniversary evaluation date approaches. They will be given the opportunity to complete a self-evaluation for consideration by their direct supervisor. Management will then complete the team member's performance appraisal using the UKG Workforce Ready system and meet with the respective employee. Each employee will continue to have the opportunity to accept or dispute their assessment.

#### 8. Executive Director's Evaluation Process

Jared Ceja mentioned this past March marked the one-year anniversary of his position as Executive Director/CEO. As this role was previously vacant for three years and those involved with the previous performance appraisal process have retired or otherwise left the organization, an update to the Executive Director evaluation process is prudent. He did a quick review of the draft process:

Draft Process:

1. The Director of HR and their team initiates the process thru a survey based on practices from other CSU auxiliaries, the University, and the National Association of College Auxiliary Services,
2. The Director of HR and the Executive Assistant send the survey to all Board members, non-Board members of Board committees, Foundation Directors, Associate Directors, and any other current direct reports to the Executive Director,
3. The Executive Director is given the option to nominate up to ten additional Foundation, University, ASI, student, industry, or community partners to participate in the survey,
4. All survey participants are given the opportunity to submit written feedback,
5. All survey results and written feedback are compiled by the Director of HR and designee and given to the Board Executive Committee,

6. The Board Executive Committee reviews the results and shares them with the full Board in Executive (closed) Session,
7. The final performance appraisal is given to and discussed with the Executive Director by the Chair, Vice Chair, or Board designee(s) with a copy retained by the Director of HR.
8. This process would commence after the Executive Director's first year and every three years thereafter, preferably near the end of a fiscal year as to allow newer Board members sufficient time to interact with the Executive Director

Jared will confirm that the Board Chair and Vice Chair are comfortable with the proposed process before anything is initiated. Various committee members shared their appreciation for staff being proactive in bringing forward this process.

**OPEN FORUM**

Chair Dopson and David Speak praised Jared and Foundation staff for their hard work on the organization, and they support the way the committee meetings are being run.

**ADJOURNMENT**

Moved and seconded by David speak and April to adjourned the meeting at 10:55 a.m.

Respectfully submitted,

Dr. Lea Dopson, Chair  
Personnel Committee



**Shari Benson**

Human Resources Director/CHRO, ES

[sbenson@cpp.edu](mailto:sbenson@cpp.edu)

Phone: 909-869-2948

Fax: 909-869-4549

Mrs. Benson has worked in the Human Resources field for over 20 years, including experience in Regional Human Resources at Office Depot, Director, Human Resources/Training at Home Shopping Network and Human Resources Director at Valley Power Systems. In addition, she

also holds SHRM-SCP, SPHR and CPSP certifications. Her passion for Human Resources is prominent, and she has dedicated her career to her passion by serving on the Executive Board of the San Gabriel Valley Employer Advisory Council, a non-profit to educate Human Resources professionals and small businesses in human resources practices during her free time. Furthermore, Shari is an Adjunct Instructor at the University of La Verne, teaching Human Resources and Business Communication courses.

Shari Benson is a graduate of Cal Poly Pomona and received her Bachelor's degree in Business Administration with an emphasis in Human Resource Management. After graduating from CPP, Shari continued her relationship with the university and served on several alumni committees, volunteered at Cal Poly Pomona's Alumni Professor for a Day Program and mentored Cal Poly Pomona students. She went on to receive her Master's degree in Organizational Leadership from Chapman University.

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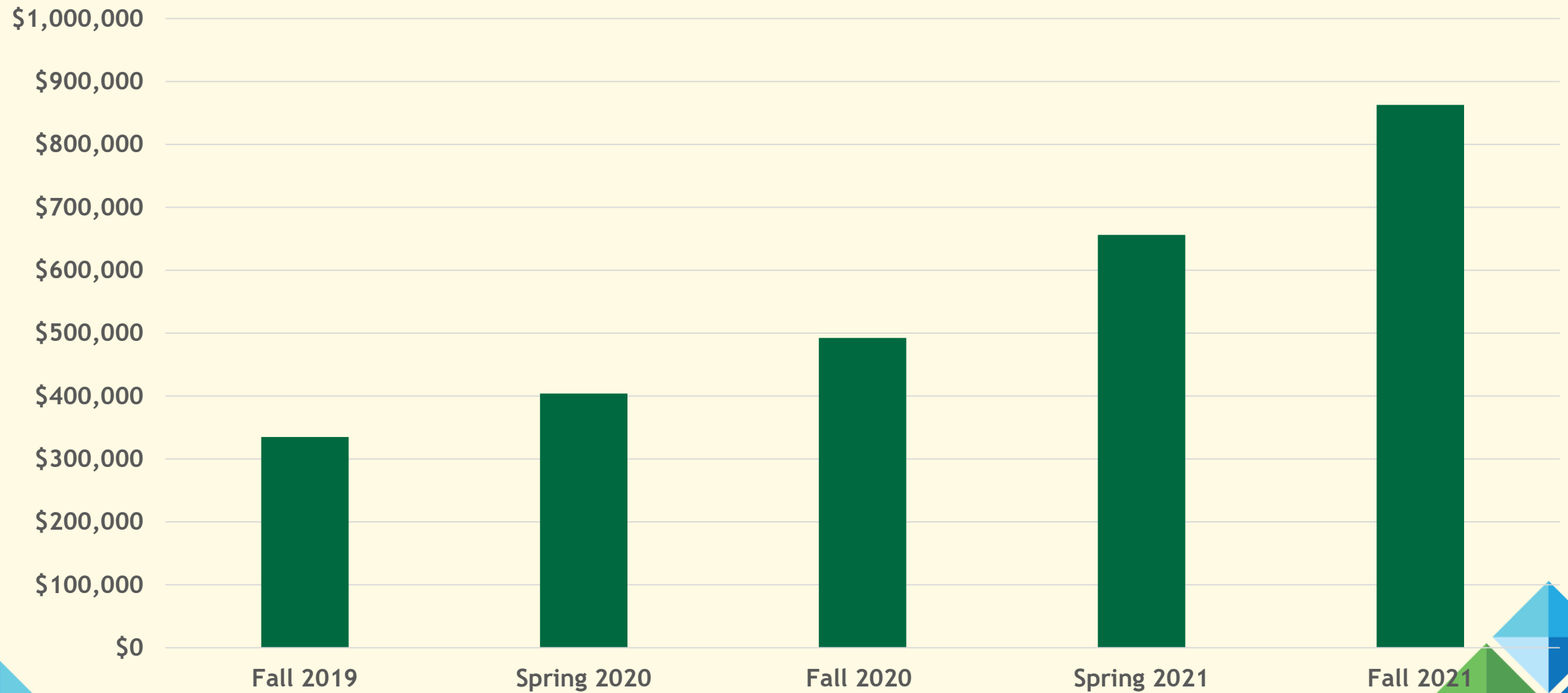
**Cal Poly Pomona  
Foundation**

# Executive Director's Report

September 14, 2021

Personnel Committee

# Student Savings on IA Course Materials vs Traditional



# Memorandum



Date: September 14, 2021

To: Personnel Committee  
Cal Poly Pomona Foundation, Inc.

From: Jared Ceja  
Executive Director/CEO

Subject: **2021-2022 Holiday Observances**

Each year the Foundation Holiday Observances calendar closely mirrors that of the university. This method has proven effective as the demand for most of our services are reliant upon campus foot traffic.

This resolution calls for an extension of the previously approved 2021 Holiday Observances. It covers fiscal year 2021-2022. The added dates are from January – July of 2022 and are identical to those observed by the university.

## **PROPOSED ACTION:**

Management recommends the following resolution for approval:

**RESOLVED**, that the Personnel Committee of the Board of Directors approves the 2021-2022 Holiday Observances calendar as presented.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors at their next scheduled meeting, the Executive Director and Director of Human Resources are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF SEPTEMBER 2021.**

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Dr. Lea Dopson, Chair  
Personnel Committee



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## 2021-2022 Holiday Observances

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Month	Date	Day of Week	Holiday Observance
July 2021	05	Monday	Independence Day
September	06	Monday	Labor Day
November	11	Thursday	Veterans' Day
November	25	Thursday	Thanksgiving Day
November	26	Friday	Foundation Paid Holiday
December	24	Friday	Foundation Paid Holiday
December	27	Monday	Christmas Day
December	28	Tuesday	Foundation Paid Holiday
December	29	Wednesday	Foundation Paid Holiday
December	30	Thursday	Foundation Paid Holiday
December	31	Friday	Campus Closed - Must use Vacation
January 2022	03	Monday	New Year's Day 2022
January	17	Monday	Martin Luther King, Jr. Day
March	31	Thursday	Cesar Chavez Day
May	30	Monday	Memorial Day
July	04	Monday	Independence Day

# Memorandum



Date: September 14, 2021  
To: Personnel Committee  
Cal Poly Pomona Foundation, Inc.  
From: Shari Benson, Human Resources Director/CHRO  
**Subject: HEALTHCARE RATES FOR 2022 ANNUAL BENEFITS RENEWAL**

Management recommends a 5% increase to the Foundation’s monthly contribution toward the 2022 health plan premiums for each employee or annuitant based on the below table. These contributions are based on the 5% annual increase cap previously approved by the Board of Directors. Negotiations with various healthcare providers are ongoing and may result in actual costs below the proposed amounts. One primary goal for 2022 is obtaining a viable compliment to the existing HMO offering.

	<u>2021 Approved</u>	<u>2022 Proposed</u>	<u>CSU 2021*</u>
Employee (or Annuitant)	\$ 595	\$ 625	\$ 798
Employee (or Annuitant) + 1	\$1189	\$1248	\$1519
Employee (or Annuitant) + 2 or more	\$1682	\$1766	\$1937

**PROPOSED ACTION:**

Management recommends the following resolution for approval:

**RESOLVED**, that the Personnel Committee approves the Foundation’s monthly contribution to the 2022 health plan premiums up to \$625 for employee or annuitant, up to \$1248 for an employee or annuitant with one dependent, and up to \$1766 for an employee or annuitant with two or more dependents.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF SEPTEMBER 2021.**

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Ms. Lea Dobson, Chair  
Personnel Committee

\* Based on data posted on CPP website

**CAL POLY POMONA FOUNDATION, INC.**  
**POLICIES AND PROCEDURES**

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Subject: Telecommuting Policy

Policy No.:

Effective Date: June 21, 2021

Revisions, if Any: June 10, 2021



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**Purpose**

Cal Poly Pomona Foundation (“CPPF”) recognizes that with current technology and ever-changing professional landscapes, it is beneficial for some employees to perform a variety of job functions from their residences or other locally-based equipped sites (“Telecommuting Site”). CPPF considers telecommuting to be a flexible work option to support employees in effectively managing their work duties in conjunction with day-to-day personal responsibilities when both the job functions and the employee are suitable for such an arrangement.

**Objective**

This policy is designed to promote employee well-being, enhance CPPF’s ability to recruit highly qualified candidates, and increase retention of a talented workforce. Reduced commuting is also environmentally friendly and saves personal transportation costs.

**Policy**

Telecommuting can be performed intermittently, for short-term projects, or in renewable six (6) month scheduled increments. This does not include the occasional remote response to business needs while an employee is not on campus. An employee may request to participate in the Telecommuting Program if they meet all eligibility requirements. Telecommuting agreements do not automatically transfer if an employee’s role or status changes. Agreements are subject to approval, modification, or revocation at any time at the sole discretion of CPPF.

CPPF recognizes the significant value of in-person, on-site engagement. Most positions within the organization are student or public-facing and are not conducive to a productive telecommuting arrangement. Therefore, approved telecommuting agreements are generally limited to two days per week for eligible individuals and will not be available for many roles.

Telecommuting, is approved, shall only occur within the State of California and is not an organization wide entitlement. It is not appropriate for many job functions and employees. Employees in positions meeting eligibility guidelines are in no way guaranteed to be approved to participate.

Telecommuting will include regular interaction via video meetings, by phone, and through e-mail between the employee and their supervisor as well as face-to-face meetings to discuss expected outcomes, work progress, and opportunities. The employee and supervisor are expected to regularly evaluate the effectiveness of the arrangement and make adjustments, modifications, or cancel the agreement if outcomes are not comparable to expected on-site results in both work quality and quantity.

Telecommuting arrangements do not create any additional obligations upon CPPF to provide reimbursement of additional expenses, equipment, supplies, etc. incurred by the telecommuter. Those obligations are based upon the on-site status of the employee only and as approved by Management/Division Leadership in compliance with applicable policies.

The Director of Human Resources/Chief HR Officer (CHRO) is responsible for overseeing and implementing the Telecommuting Policy ("Policy"). Questions regarding this policy should be directed to Human Resources at [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu).

### **Eligibility**

Eligibility for telecommuting is not guaranteed for all employees and is not feasible for most positions and individuals. Any CPPF employee may request consideration to participate in the Telecommuting Program if they meet the following requirements. A telecommuter must:

- Be self-motivated and results driven requiring minimal face-to-face daily supervision.
- Complete the full breadth and depth of their job responsibilities in a timely fashion.
- Demonstrate conscientious observance of scheduled work hours including consistent availability, regular attendance, punctuality, and productivity.
- Demonstrate effective use of remote technology.
- Actively seek to aid co-workers and undertake actions designed to enhance company performance and contribute to forwarding the mission.
- Be in good standing, with no prior corrective or disciplinary action in the last 24 months.
- Complete a Telecommuting Safety Checklist as called for in the Telecommuting Request Form ("TRF")

### **Expectations & Requirements While Telecommuting:**

- Maintain consistent access to necessary resources, programs, software, and technology to complete all job duties.
- Remain readily available during working hours via phone, email, video conference, and any collaborative platform.
- Adhere to all applicable laws and CPPF policies including, but not limited to, taking all appropriate rest and meal breaks.
- Only record time (clock in for non-exempt employees) during work and standard rest periods.

- Ensure personal activities and lunch periods are taken while not on duty (clocked out for non-exempt employees).
- Represent CPPF with appropriate professionalism when interacting, via any means, with colleagues, vendors, university partners, and members of the university community.

### **Eligible Positions**

The job responsibilities of the telecommuter, as determined by CPPF, must be of a nature in which the work is not required to be physically performed on campus. Requests will not be approved if the employee's position requires immediate access to information or equipment located only in the campus workplace, directly serving students or the public in a face-to-face manner, and/or duties that cannot be facilitated via technology without compromising the level of service. Eligible job responsibilities do not guarantee the employee's automatic participation in telecommuting.

### **Approval Request**

Telecommuting is voluntary and approved upon mutual agreement between the employee and CPPF when it is determined that telecommuting is operationally feasible and the employee's work performance meets eligibility requirements. An eligible employee who wants to participate in telecommuting must begin by submitting a completed TRF to their immediate supervisor.

The supervisor is responsible for verifying full eligibility and ensuring there is sufficient on-site departmental coverage to maintain high service levels. If all criteria are met, the supervisor submits the TRF to their Division Director or Associate Director for review and approval prior to forwarding the completed document to Human Resources. Human Resources must confirm receipt of a completed TRF before telecommuting may begin. Employees denied approval may submit a new request after six (6) months or upon a change of status.

Temporary Telecommuting Agreement: Temporary Telecommuting Agreement may be approved by Management for circumstances such as inclement weather or special projects. These Agreements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Emergency Telecommuting Designation: Telecommuting is voluntary, except under emergency conditions that prohibit the employee's duties and responsibilities from being performed on campus. The designation of Emergency Telecommuting is only initiated by the Executive Director/CEO or Director of Human Resources/CHRO.

### **Job Responsibilities**

The telecommuter will be expected to perform all job responsibilities listed within their job description and as directed by their supervisor. The telecommuter must continue to meet work goals, expectations, assignments, and benchmarks of work productivity. This includes a maintained ability to impact individual, departmental, divisional, and company-wide goals.

The telecommuter agrees to immediately notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The telecommuter may be directed to immediately report to an on-site work location or use personal leave credits.

### **Additional Performance Standards**

**Telecommuter:** Telecommuters must meet the same work performance, service level, professionalism, and collaboration standards expected of on-site employees. This includes productivity, communication, and interaction with members of the extended CPP community.

**Compliance with Policies:** Telecommuters will comply with all applicable policies and procedures.

**Availability while Telecommuting:** Telecommuters shall be readily available to communicate at all times during the work schedule specified in their Telecommuting Agreement or as otherwise directed by their supervisor. Communication must be maintained in the manner of readily available technology ordinarily used in the workplace such as email, network access, messaging applications, video conferencing with camera video, phone, or other related technologies, and as directed by their supervisor. It is the employee's responsibility to ensure that this access is maintained at all times during the employee's scheduled work hours.

**Telecommuting Schedule:** Telecommuters must maintain a consistent work schedule, in accordance with the TRF and approved by a supervisor, to ensure regular and predictable availability. Flexibility to work hours and days must be pre-approved by the supervisor. The telecommuter will remain flexible to the needs of CPPF as their supervisor may make changes to the on-site scheduling requirements as operational functions evolve. A telecommuter will attend in-person job-related meetings, training sessions, and other functions as requested by their supervisor or other CPPF leadership. This includes in-person attendance at "short notice" meetings or other activities.

**Overtime:** A non-exempt telecommuter shall not work overtime without prior written approval from their supervisor or designee in compliance with CPPF policy. A telecommuter's failure to obtain prior approval for overtime work may result in termination of the Telecommuting Agreement and/or other disciplinary action.

**Recording Time:** Non-exempt telecommuters must clock in during all working hours using either a CPPF-issued or personal device. Non-exempt telecommuters are responsible for ensuring they are clocked out during non-work periods. This includes, but is not limited to, lunch periods that must commence prior to the fifth hour of work. Any errors must be reported to the supervisor or Payroll for immediate correction.

### **Designated Workspace**

Employees are expected to maintain their telecommuting site in a secure manner that is free from safety hazards and free from regular interruptions and distractions. The telecommuter is

responsible to ensure that safe working conditions exist, including adhering to the Telecommuting Safety Checklist.

Work-place injury: If an alleged work-related injury occurs, CPPF shall have the right to promptly make an on-site inspection of any telecommuting site, with advance notice or at a mutually agreed upon time. Injuries sustained by the employee in a telecommuting location and in conjunction with the employee's regular work duties may be covered by the company's Workers' Compensation Policy. Telecommuting employees are responsible for immediately notifying Human Resources and their supervisor of such injuries. CPPF is not liable for any property damage to the telecommuting site, nor any injuries sustained by visitors or household members of the employee's telecommuting site.

Ergonomic Evaluations: It is the responsibility of the telecommuter to notify Human Resources as soon as possible of any potential ergonomic issues while telecommuting.

Equipment and maintenance: A company issued electronic device will be provided for use at the telecommuting site. The telecommuter must take reasonable precautions to secure and prevent damage or theft to provided equipment. Only CPPF employees are authorized to access, view, or use company data, services, and equipment assigned to them. Upon termination of employment or the Telecommuting Agreement, voluntary or otherwise, the telecommuter shall return all property to the campus at the telecommuter's expense.

Any equipment, utility charges, internet access, or other infrastructure not provided by CPPF is the responsibility of the employee to procure/arrange at the employee's sole expense, except as specifically provided in the TRF or other applicable policy.

Any maintenance of CPPF-supplied equipment, including but not limited to hardware upgrades and software installation, will be performed by a CPPF-authorized person either on campus or remotely.

CPPF will not provide off-site workspace furniture. The provision for off-site furniture is not part of the routine telecommuting guidelines, however employees with documented ADA Reasonable Accommodations in need of off-site furniture will be evaluated on a case-by-case basis.

Office Supplies: CPPF will not reimburse expenses for any supplies that CPPF normally provides to employees when working on-site. Telecommuters are permitted to allocate on-site supplies to the telecommuting site as approved by their supervisor. The telecommuter may submit an advance written request to their supervisor for the purchase of any special supplies not normally available at the on-site work location.

### **Information Access & Security**

Information Security: The CSU, Cal Poly Pomona, and CPPF are expected to safeguard data, preserve network and information system integrity, and ensure continued delivery of services to

users. Data created or available as work product is a critical asset and must be appropriately secured.

Work performed on behalf of CPPF by the telecommuter at the telecommuting site is official CPPF business. Telecommuters are expected to use good judgment and reasonable care to protect and preserve the integrity of equipment, its data and software, and its access. Telecommuting information security controls should simulate those implemented on campus including regulatory compliance, data privacy, segregation of duties, etc. This includes FERPA, HIPAA, PCI, JDIC, and similar. Concerns of unauthorized access should be reported to your supervisor and the IT Department.

Information classified under the CSU Data Classification Standard as “Level 1 – Confidential” or “Level 2 - Internal Use” must be stored on CPPF-designated information systems and/or devices. Level 1 protected information is intended for use within Cal Poly Pomona and access is limited to those with a business “need-to-know”.

Securing On-site Work Products: Telecommuters shall not leave Level 1, Level 2, confidential, and sensitive paper documents unattended in areas accessible by unauthorized persons. A telecommuter shall protect these documents from the view or access by unauthorized persons. All sensitive documents shall be maintained in accordance with CSU/CPP/CPPF policy.

The telecommuter must keep CPPF computing devices secure at all times limiting physical access by logging off or locking the computer screen when unattended. A telecommuter shall immediately report any security incidents including account or system compromises, unauthorized use or disclosure, loss of a CPPF-owned computing device or data, software irregularities that may indicate a possible virus, or similar activity.

Record Retention: Retention, release, or destruction of CPPF records should be done only in accordance with CPPF and CSU records retention policy and procedure, and with the approval of the telecommuter's supervisor and appropriate data custodian where applicable.

Technical Support: Regular IT support will be provided to telecommuters, as it is provided to all employees. Telecommuters may be required to bring equipment to campus if necessary. CPPF-owned assets shall not be serviced by a third-party technician without CPPF IT approval.

### **Disclosure and Employee Administrative Responsibilities**

CPPF shall have no responsibility for any private property that may be used, lost, or damaged as a result of telecommuting with the exception of damage caused by CPPF or University-owned equipment that has been documented as defective and having caused the damage. CPPF shall have no responsibility to reimburse the telecommuter for any wear and/or repair of non-CPPF property, even if such property is used by the employee in connection with telecommuting.



**Off-Site Maintenance Costs:** CPPF is not responsible for operating costs, home maintenance, property or liability insurance, or other expenses e.g., utilities, cleaning services, etc. associated with telecommuting, or the telecommuting site.

**Travel Reimbursement:** Telecommuters are not eligible to receive a reimbursement for travel mileage to attend in-person work related activities at any CPP or CPPF work location related to their normal assignment. Requests for travel reimbursements will follow the CPPF Travel Reimbursement policy.

**Time-off Requests:** Requirements and the procedure for requesting personal time off such as sick leave, vacation, leave of absence, and other types of leaves will not change as a result of participating in telecommuting and will follow applicable CPPF policy and department attendance reporting procedures.

**Personal and Family Care:** Care for self, dependents, ill family members, or other types of relative care will continue to follow existing policy. Telecommuting shall not be a substitute for maintaining appropriate levels of personal/family care. A telecommuter will not act as a primary caregiver for dependent(s) during the agreed upon telecommuting hours. A telecommuter must make all necessary arrangements to permit concentration while performing work duties and responsibilities to the same extent as if the employee were performing work on campus.

**Legal and Tax Implications:** The employee shall be responsible for considering and addressing any personal income tax issues relating to telecommuting, including without limitation issues relating to the employee's ability to deduct related expenses. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

**Right to Investigate & Recover:** CPPF may pursue recovery of university and CPPF property from a telecommuter through wage garnishment or other means if the property is not returned at the conclusion of the telecommuting agreement and/or employment, deliberately, or through negligence, damage, destruction, or loss while in the telecommuter's control. In case of injury, theft, loss, or liability related to telecommuting, a telecommuter must allow agents of the organization to investigate and/or inspect the telecommuting site. CPPF shall provide reasonable notice of inspection and/or investigation to the telecommuter.

**Failure to Comply:** Failure to comply with the requirements of this Policy or follow CPPF policies, rules, and procedures may result in the immediate termination of the employee's telecommuting agreement and may include disciplinary action, up to and including termination of the employee. In the event of security incidents, telecommuters are required to cooperate in internal investigations, outside investigators, law enforcement, and/or criminal and/or civil prosecution, when applicable.



Human Resources Department  
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## Telecommuter Safety Checklist

The telecommuter is responsible for ensuring a clean, safe, and ergonomically sound workspace as a condition for remote work. The telecommuter shall review this checklist prior to the start of remote work and any time conditions of the workspace change. Yes responses are required for all questions prior to approval of a telecommuting schedule.

#	General	Yes*	No
1	Workspace accommodates all workstation, equipment, and related material? (attach photo)		
2	Remote worker has a clearly defined workspace that is kept clean and orderly?		
3	Floors are clear and free from (slips, trips, fall) hazards?		
4	Wires and electrical cords are secured under a desk or along wall to prevent tripping hazards?		
5	Wires and electrical cords are away from heat sources?		
6	Cabinets, shelves, and furniture greater than five feet high secured to prevent toppling?		
7	File drawers are not top-heavy and do not open into walkways?		
8	Temperature and ventilation are adequate?		
9	All stairs that may be used in the course of work with four or more steps are equipped with handrails?		
10	Carpets are well secured to the floor and free of frayed or worn seams?		
#	Fire Safety	Yes*	No
11	There is a working smoke detector covering the designated workspace that is checked regularly?		
12	A home multi-use fire extinguisher, which you know how to use, is readily available?		
13	Walkway aisles, doorways, and exits are free of obstructions?		
14	Workspace is kept free of trash, clutter, combustible and flammable liquids are minimized?		
15	All radiators and portable heaters are located away from flammable items?		
16	You have an evacuation plan, so you know what to do in the event of a fire or other emergency?		
#	Electrical Safety	Yes*	No
17	Sufficient electrical outlets are accessible?		
18	Computer equipment is connected to a surge protector?		
19	Electrical system is adequate for office equipment?		
20	All electrical plugs, cords, outlets, and panels are in good condition?		
21	No exposed or damaged wiring?		
22	Equipment is placed close to electrical outlets to minimize trip hazards?		
23	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
24	Equipment is turned off when not in use?		
#	Computer Workstation	Yes*	No
25	Desk, chair, computer, and other equipment are in good working order, are of appropriate design, and are arranged to eliminate strain on all parts of the body.		
26	If utilizing a laptop, separate monitor(s) and keyboard/mouse are in place to ensure the screens are at eye level?		
27	The area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it to reduce glare or impacted vision?		
28	Completed the SumTotal training " <a href="#">Ergonomics Impact: Computer Ergonomics</a> " to assist with proper workstation setup.		
29	Micro stretch breaks will be taken, and posture will be continually self-monitored throughout the day?		
30	20-20-20 Rule will be followed to reduce eye strain? (Every 20 minutes, look 20 feet away, for 20 seconds)		
31	Telecommuter understands that you may request an ergonomic evaluation by contacting Human Resources should they desire an evaluation of their desk or require additional assistance?		

\*All responses must be "yes" for approval

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_